



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

NAEP State Coordinator

Division of Data, Assessment, and Research

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

Within OSSE, the Division of Data, Assessment, and Research (DAR) is responsible for using data to measure and communicate student success. We strive to develop data and measurement systems and resources, produce actionable data, and to conduct research that increases the capacity of our stakeholders to initiate and drive policy decisions and implement and evaluate successful programs that support the improvement of students' educational opportunities and outcomes. Within DAR, the Office of Assessments is responsible for designing, developing, implementing, and reporting out on the District's Next Generation Assessment system of statewide summative assessments. In partnership with key stakeholders, the Office of Assessments creates a comprehensive educational assessment program that: accurately measures student performance; produces actionable data; and provides tools, guidance, and training to empower local education agencies (LEAs) to meet the needs of all learners and make informed decisions.

The NAEP State Coordinator will be responsible for managing and overseeing the implementation of the National Assessment of Educational Progress (NAEP), also known as the Nation's Report Card. They will ensure that LEAs and schools are prepared to conduct and administer the NAEP assessments in accordance with federal, District, and OSSE requirements. The NAEP State Coordinator will manage both the programmatic and fiscal requirements of this federally required portfolio. In addition, this individual will partner with individuals across the Office of Assessments and with other Divisions in the agency, as well as with other NAEP State Coordinators across the country and NAEP vendor partners, to ensure we have high-quality preparation, training, administration, and reporting of our NAEP assessments. They will represent OSSE at local and national convenings related to assessment (e.g., NAEP convenings, CCSSO convenings). Working with the OSSE assessment team, they will also help support cross-team assessment administration.

Specific functions of the NAEP State Coordinator include:

- Coordinating the administration of NAEP in accordance with federal requirements, including budget development, program planning and goal setting, monitoring implementation, and program evaluation
- Developing the NAEP annual budget and providing fiscal oversight, in collaboration with the Director of Assessments and the DAR Fiscal Analyst

- Promoting understanding about NAEP and its relevance to the state assessment program, large-scale assessment, assessment systems, and assessment literacy
- Developing and coordinating communication of NAEP information to various audiences, including state policy makers, LEA administrators, school principals, classroom teachers, caregivers, and the general public
- Providing technical assistance, training, and support to the state, LEAs, schools, and other target audiences
- Serving as a liaison between the District of Columbia and NAEP Field Staff and the Trial Urban District Assessment coordinator
- Collaborating with other teams in the agency in the analysis and reporting of NAEP assessment data
- Participating in convenings, professional development, and workshops as a NAEP state coordinator, including NCES-sponsored training
- Collaborating with the Office of Assessment team members and other OSSE program teams on program and cross-division initiatives, including statewide assessment monitoring

Key qualifications for the role include:

- Knowledge and experience with large scale assessments such as NAEP and international assessments such as PISA, TIMSS, and PIRLS
- Basic knowledge of statistics with respect to interpreting large scale assessment results for use in program improvement - Coursework in quantitative testing, statistics, measurement or evaluation preferred
- Knowledge and experience with state and federal budgetary and financial processes, including zero-based programmatic budgeting procedures required by NAEP
- Mastery knowledge of educational testing preferred, which includes the following: knowledge of large-scale test development; protocols for ensuring the technical quality of assessments; and the ability to interpret, analyze, and communicate assessment data to various audiences
- Deep expertise in analyzing and communicating large scale assessment results for a variety of audiences

Our ideal candidate will also have:

- Commitment to diversity, equity, and inclusion in all aspects of the work
- Passion about the role large scale assessments play in supporting the academic achievement of all students
- Strong project management skills with a proven track record of managing complex project plans, including both operational and fiscal responsibilities
- Excellent communication skills and the ability to build partnerships with a wide range of stakeholders
- Flexibility - someone who adapts quickly to change, is a strategic thinker, and is open to learning on the job

The NAEP State Coordinator will report to the Director of Assessments.

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.